



ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
Wednesday, October 28, 2015

PRESENT:

Renaye Delano, Chair
Shalynn Rivas, Vice Chair
Matt Preston
Lesley Kelly
Council Liaison Natalie Voruz

STAFF:

Devree Leymaster, City Recorder

**1. CALL TO ORDER
ROLL CALL**

2. INTRODUCTIONS: NEW COMMITTEE MEMBER – Lesley Kelly

3. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

None.

4. REVIEW AND ADOPT MINUTES

a. September 30, 2015

Vice Chair Rivas moved to approve the September 30, 2015 minutes and Committee Member Preston seconded. The motion passed unanimously.

5. WORK PLAN FISCAL YEAR 2015-16

Chair Delano reviewed the Council adopted work plan for ACEAC. Council Liaison Voruz remarked Council indicated strong support for Fairview hosting a Veterans Day ceremony/event; plan for 2016. During the budget process she will advocate for funding for the events identified by Council and the equipment needed i.e. lift for displaying street banners, tree lighting, etc.

6. EVENTS

a. Veterans Day

Chair Delano noted the FOE is not hosting a Veterans Day breakfast this year. She reached out to Mr. Hurford, owner of Bumpers regarding partnering with the City to host a breakfast at his restaurant. He indicated interest in doing so. Due to time and funding, decided to explore further for next year's event.

Chair Delano shared the results of the letters and collection drive for Operation Gratitude. She had one more school to collect form, but to date she had 241 letters and 2 bins of donated items. She will include the results in the report to City Council and will include pictures and share a few of the letters.

The Committee decided members available to participate would meet Sunday, November 8 at 1:00 PM to place the 500 flags in the lawn outside of City Hall in recognition of Veterans Day.

Committee Member Kelly shared information regarding the “Greenlight a Vet” campaign to change one light to green to show support for our veterans. After discussion, the Committee agreed they would like to support the campaign and requested City Recorder Leymaster request approval from the City Administrator to include information in the newsletter and to have a light at City Hall changed to green.

b. Christmas Tree Lighting –Saturday, December 5, 4 PM to 6 PM

CR Leymaster shared that Gresham Taekwondo would like to participate/volunteer at the event. Chair Delano will contact them and see if they would be willing to run the hot chocolate and cookie table.

Chair Delano handed out a list of tasks and provided an event planning update as follows.

- Tree – donated.
- Lift – Star Rentals is providing the lift for the tree and lights.
- Santa – CR Leymaster will contact Al Hoecker.
- Photographer – Portraits EFX will be returning; flat sitting fee of \$200.
- Supplies – Chair Delano will seek donations for cups, napkins, candy canes, etc.
- Story Time – CM Kelly will contact the youth librarian. CR Leymaster will email the details from last year’s story time.
- Choirs – Chair Delano has one choir confirmed. CR Leymaster will contact the Phonics Phactory and Corbett School District.
- Crafts – Committee selected the Reindeer Christmas Ornament Craft Kit. CR Leymaster will order 300.
- Banners – Committee supported purchasing banners. CR Leymaster to get estimates for a larger size.
- Decorate City Hall – Chair Delano November 30, December 1 and 4 for a few hours; VC Rivas may be able to assist Nov. 30 or Dec. 1; CM Kelly can assist with event setup Dec. 4. CR Leymaster to assist. Public Works to put up trees in Chambers and Sun Room.
- Speech at Tree Lighting - Chair Delano will thank sponsors and Mayor Tosterud will say a few words and start the count down. Committee discussed options to select who is chosen to light he tree. Either email suggestions or share at next meeting.
- Include food donation to Zarephath Kitchen.

6. COMMITTEE/STAFF UPTDATES

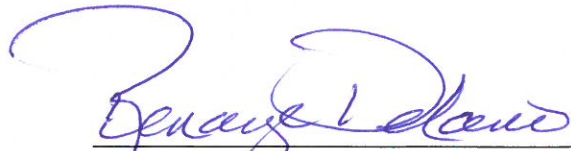
CM Preston shared he will be unable to assist with the Tree Lighting event due to work commitments.

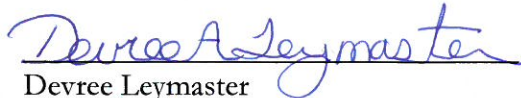
7. TENTATIVE AGENDA ITEMS – November, TBD

- Tree Lighting

8. ADJOURNMENT

Committee Member Preston moved to adjourn and Chair Delano seconded. The meeting was adjourned at 7:20 PM by unanimous vote.


Renaye Delano, Chair


Devree Leymaster
City Recorder

11-23-15
Date